

## **Educator Preparation Program Initial Approval Process**

To clarify the existing process for initial program approval, the following delineates the path of a program proposal submitted for review to the Colorado Department of Education (CDE) Office of Professional Services (OPS) and the Colorado Department of Higher Education (DHE).

- Program proposals are submitted to the OPS and the DHE according to predetermined review cycles. The deadlines are September 15, January 15 and May 15 of each year.
- **CDE Program Content Review:** OPS conducts a document review of programs for the eight teacher performance-based standards (TPBS) and additional endorsement standards reflected in the Colorado Educator Licensing Act (C.R.S. 22-60.5).
  - OPS conducts a document and syllabus review of programs for the eight teacher performance-based standards (TPBS) and additional endorsement standards reflected in the Colorado Educator Licensing Act (C.R.S. 22-60.5). See [http://www.cde.state.co.us/edprepprogram/epp\\_index.htm](http://www.cde.state.co.us/edprepprogram/epp_index.htm)
  - Required course syllabi for each content area are forwarded by OPS to other CDE units for review of specific content areas.
  - If questions arise from the content review, content reviewers will notify OPS. OPS will compile a request for additional information from the institution of higher education (IHE). Internal Unit content review findings are reported to OPS.
  - OPS compiles information from the program proposal, including content review information from the eight teacher performance based standards and compile a report with a recommendation for approval or non-approval.
  - CDE forwards the report and a recommendation to the State Board of Education (SBE) for their consideration.
- **DHE Statutory Performance Criteria Review:** In the case of public institutions, the DHE reviews the program's proposal for the following performance criteria: admission system; advising and counseling of teacher candidates; integration of theory and practice in coursework and field based training; supervised field based experience (at least 800 hours); and assessment of candidates' subject matter and professional knowledge and ability to apply the professional knowledge base (C.R.S. 23-1-121.2). In the case of private institutions, the DHE

will review the proposal only for supervised field based experience (at least 800 hours).

- DHE will compile a list of missing information needed to document the performance criteria listed above and specific questions to clarify information submitted in the proposal.
- SBE forwards the recommendation to the Colorado Commission on Higher Education (CCHE) for their final determination of approval. (\*Note: Pursuant to C.R.S. 23-1-121, if the state board of education recommends that a program not be approved, the commission shall follow said recommendation by refusing initial approval of said program.)
- The CCHE determines approval of teacher preparation programs.

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We look forward to partnering with the Deans of Education on continuing to improve this process to ensure quality educator preparation programs in Colorado.